



Job Posting

Position Title: CTE Administrative Support Specialist

Reports To: Brittany Debit-Barker, director of student leadership, division of college, career and technical education

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The CTE Administrative Support Specialist will support two State Advisors and their corresponding organizations (DECA, FBLA, SkillsUSA) with the conducting of year-round student activities. Travel around the state to attend various conferences is required. This position will provide user and administration support for eTIGER.

Specific Position Responsibilities:

1. Assist in the development of CTSO resources and materials for use at conferences, trainings and events.
2. Respond to external emails and telephone calls in regard to CTSO activities within 24 hours.
3. Attend all CTSO events as necessary to assist with activities and work off-site at CTE warehouse when needed as part of event preparation.
4. User login forms for teachers and CTE Directors are tracked and checked for completeness.
5. Update CTE course information within eTIGER as directed
6. Enter all new Special Programs of Study and annually audit all exiting Special Programs of Study in eTIGER.
7. Make copies, type documents, stuff envelopes and organize documents.

Qualifications:

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment



Job Posting

- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Visit <http://agency.governmentjobs.com/tennessee/default.cfm> and search for position "ADMIN SECRETARY-011718-165045" under "Current Openings". Applications will be accepted through the State of Tennessee Job Opportunities portal until 11:59 p.m. on Jan. 23, 2018.

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